

# **KIPP: Indianapolis College Preparatory**

*Courage Perseverance Dignity Excellence Respect Teamwork*

## **Background**

KIPP Indy College Prep is modeled after the acclaimed KIPP academies in Houston, Texas and in Bronx, New York. Soon to be in our fifth year of operation, our school has a demonstrated track record of providing students with the academic, knowledge, skills, and character traits necessary to achieve success in the finest high school and colleges, and the competitive world beyond. Located on the near-Eastside at 1740 E. 30<sup>th</sup> Street, Indianapolis, KIPP is an amazing environment for creative, energetic individuals who are committed to doing whatever it takes to support our students as they climb the mountain to college.

## **Job Description**

KIPP Indy College Prep is recruiting instructional assistants for 5<sup>th</sup>-6<sup>th</sup> grades and 7<sup>th</sup>-8<sup>th</sup> grades to support grade level teachers in English/Language Arts, Math. The school day is from 7:30am-5:00pm. Saturday school is held two times monthly 8:00am – 1:00pm and mandatory summer school is held for three weeks beginning August 6th.

## **Required Responsibilities and Duties**

- ☐ Hold high expectations for each student
- ☐ Demonstrate effective classroom management
- ☐ Exhibit positive rapport with students
- ☐ Commit to the teacher's agreements in the Commitment to Excellence Contract
- ☐ Display student work in a high quality way
- ☐ Work cooperatively with teaching staff to support student learning
- ☐ Prepare lesson materials, copies and slide presentations for classroom use
- ☐ Create and foster a positive learning environment
- ☐ Establish and maintain strong communication lines with all parents
- ☐ Attend all staff meetings, culture events and professional development workshops
- ☐ Remain on call 24 hours a day (via school cell phone) to provide student support

## **Qualifications**

KIPP Indy College Prep **requires** the following qualifications for all substitute teachers:

- ☐ Pass the Praxis I - paraprofessional
- ☐ Experience/strength in content area
- ☐ Willingness to work towards Indiana teaching credential
- ☐ Commitment to working with underserved students
- ☐ Cultural sensitivity to our student population